

## Minutes of ESD Safety Committee Meeting 6/22/05

Attending: Seiji Nakagawa, Tim Kneafsey, Dominique Joyner, Ingrid Zubieta, Kryshna Aviña, Tom Daley, Jil Geller.

1. Critical Items: None at this time.
2. Last meeting's minutes were approved. *No action.*
3. New Safety Committee Members. Tim emailed Bo regarding suggestions (Alex Morales, and someone from Margaret Torn's group) for new Safety Committee members after last month's meeting. There has been no response from Bo at this point. *Action: Tim will follow up with another email to Bo.*
4. Electrical Safety Inspection Results: Most people e-mailed Jil that they had corrected pre-inspection findings. *Action: Jil will follow up on any action that needs to be taken by PIs*
5. Recent ESD Accident and Corrective Actions (Budget, Line item for safety). Currently, there are no procedures for when salvaged equipment is acquired. Bo will bring up the budget line item for safety up at the next Division Council. *Action: Jil and Rob will work together to ensure that the salvaged products that are acquired are somehow in safe working condition. update: the steam cleaner has to be tagged by EH&S before it goes to salvage. Rob Connelly will make sure it is tagged with hazard info .*
6. IFA Inspections. EH&S leads them. Rob Connelly brought together a team that inspected labs that had some form of Formal Work Authorization. Rob is writing the report, due June 30. Jil will enter findings in LCATS. The DOE Rep was impressed – relative to other divisions our space and program look good. One of the findings was that Facilities will come in to a lab and perform work that is not up to OSHA standards. The IFA report is given to Bo.
7. Management ESD Space Walkthroughs. Jil and the team went through most lab spaces this morning. There have been a lot of improvements over the past six months. As far as the deficiencies in the design/work done by Facilities, there has to be some accountability for the mistakes that have been occurring, either at the design stage or at the work stage. *Action: Rob is taking these issues through his lines. PIs that are affected by design/work flaws need to talk to Bo in order to take some corrective action.*
8. Field Work Concerns/First Aid Kits. Any individual going on travel (including foreign travel and field work) can go to Health Services and get a First Aid Kit free of charge. They also have to return the first aid kit to Health Services when they return from travel. OSHA has fact sheets pertaining to West Nile Virus. OSSEPPs should be updated to address symptoms/preventive measure re: West Nile. *Action: Jil will work to update the OSSEPPs.*
9. New Business

- a. Building Emergency Team Members: New Building Emergency Team members need to be chosen as backup/redundant in case of disaster. New team members will need to re-take their JHQ, which will require First Aid Training, as well as a Fire Extinguisher class and BET training. *Action: Krys volunteered for emergency team; will take the required training.*

10. Other.

- a. Steve Chu and Phyllis Pei are conducting walkthroughs throughout the Lab to ensure safety.
- b. Bo would like to have a one-pager on individual labs' activities by the end of the year.
- c. EH&S "At a Glance" one-pagers to be displayed at all ESD labs.
- d. PIs need to communicate that all purchases that are considered part of lab/work safety is reimbursable.